

# Five tips for a successful KIID refresh

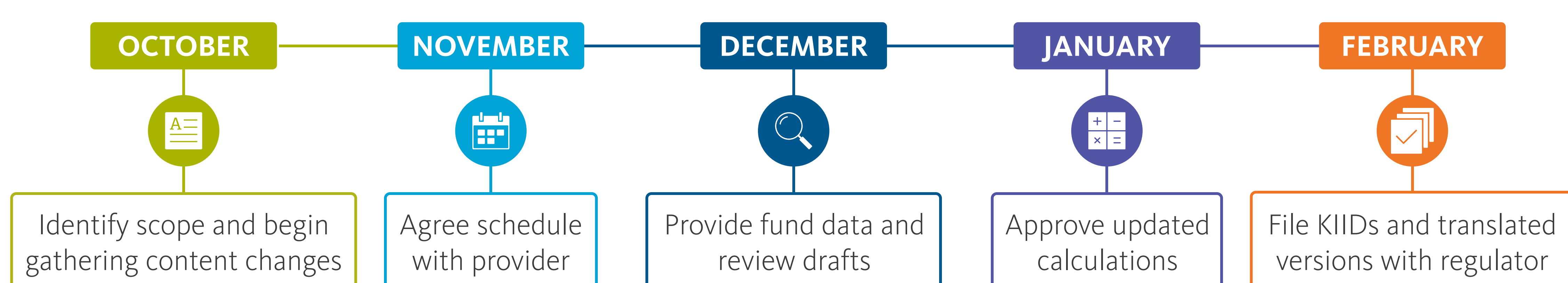
With February fast approaching, Broadridge Fund Communication Solutions is busy working on the colossal task of ensuring our clients' UCITS KIIDs are in place for the annual update.

Key Investor Information Documents (KIIDs) are essential client-facing marketing documents which require asset managers to gather input from many internal departments, such as risk, marketing, and compliance, as well as external third parties such as administrators and lawyers. With a 35 business day window to create around 50,000 KIIDs, Broadridge has a tried and tested process in place enabling our clients to remain fully compliant.

**Here are five tips that we use to help our clients keep on track.**

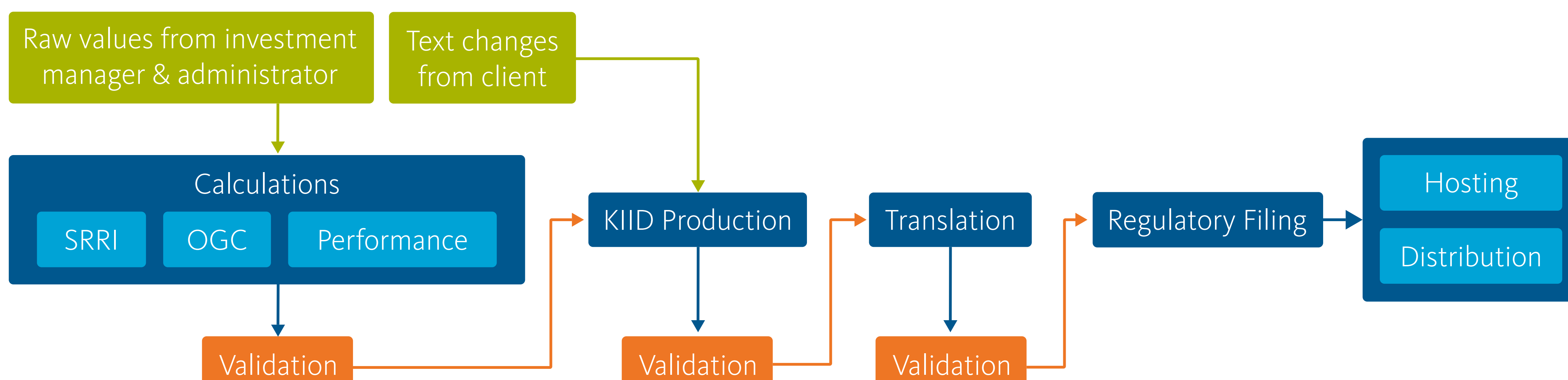
## 1 - Start early

Begin gathering your data well in advance, we suggest October, and then work closely with your provider through to February.



## 2 - One provider, one process

To keep things simple for you work with a single provider who can manage every step. Below is the end-to-end process we have been refining with our clients over many years.



## 3 - Check, check and check again

Uses a rigorous validation and sign-off system with a complete audit trail so you can ensure that any KIIDs filed with the regulator or distributed have been validated with confidence. Here are some key steps in our process:



Experience of building validation schemas from inception of regulation



Robust control environment



Disciplined project management



Accountable and responsive Client Service team

## 4 - Translate for international audiences

翻訳する, Tradurre, Översätt or translate your KIIDs into numerous languages. We deliver more than 50,000 KIIDs, in multiple languages, on behalf of clients, all created by our in-house team of translation experts.

35+  
languages supported

8,000  
English KIIDs

525%  
increase in the volume of KIIDs produced with our translation services

## 5 - Future-proof against regulatory change

Access expert advice to meet the challenges of regulatory change. Broadridge is actively engaged in industry working groups and forums to ensure that we stay ahead of the ever-changing regulatory backdrop, so our clients can trust that they are always in line with the latest requirements and guidance.



Plans for 2022 include preparing and implementing the latest Regulatory Technical Standard Changes, due to go live January 2023.

### Contact us

For more information please contact us on:  
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### Additional Resources

If you are interested in finding out more about our PRIIP KID and UCITS KIID services, please use the links below:

[UCITS KIIDs](#)

[PRIIPs KIDs](#)

All figures correct as at 31.07.2021.

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